



COMMISSION ON HIGHER EDUCATION

REGIONAL OFFICE I

April 8, 2024

**CHED Regional Memorandum Order**  
No. 5 s. 2024

**PARTICIPATION IN THE 2024 SEARCH FOR TEN  
OUTSTANDING KAPADYAK STUDENTS**

**FOR: ALL PRESIDENTS/HEADS**  
Higher Education Institutions  
Region 1

1. As part of our strong commitment to promoting a drug and crime-free academic community, this Office will spearhead the 2024 Search for Ten Outstanding KaPADyak Students for the SY 2023-2024. This is in line with the KaPADyak Project dubbed as “Kabataan, Kapulisan, at Pamantasan nagkakaisa sa Paglaban sa Illegal na Droga at Krimen”.
2. The objectives of the search are the following:
  - a. to recognize students who have made significant contributions to the fight against criminality, drug abuse, and addiction; and
  - b. to highlight students’ works that would serve as motivation for others to join the cause of Anti-Illegal Drug and Crime Prevention Strategies and Initiatives for the SY 2023-2024.
3. The competition is open to **undergraduate students** from Higher Education Institutions. Attached are the criteria and guidelines for the competition.
4. Participation in the competition is **FREE**.
5. The deadline for submission will be on **June 30, 2024**.
6. Certificates and cash prizes will be awarded to the winners of the competition.
7. The following are the legal bases/references for the conduct of said activity:
  - Republic Act No. 7722, or the Higher Education Act of 1994;
  - Section 28.5 of the CHED Memorandum Order No. 09, series of 2013 or the “Enhanced Policies and Guidelines on Student Affairs and Services”;
  - CHED Memorandum Order No. 42, series of 2005 or The Implementing Guidelines for the Creation of the Student Crime Prevention Councils in all Colleges and Universities;
  - CHED Memorandum Order (CMO) No. 18, series of 2018 or The Implementing Guidelines for the Conduct of Drug Testing of Students in all Higher Education Institutions; and
  - Executive Order (E) No. 66, series of 2018, or the Institutionalizing the implementation of the Philippine Anti-Illegal Drugs Strategy or PADS.
8. The active participation of all Higher Education Institutions in Region 1 is encouraged.
9. For inquiries, please call Dr. Myrelle Faith D. Mina, Education Supervisors, this Office, at CP No. 09175781134 and telephone numbers (072) 682 – 9623; (072) 242 – 2750 loc. 2008; or email her at [chedro1@ched.gov.ph](mailto:chedro1@ched.gov.ph) cc: [mfmina@ched.gov.ph](mailto:mfmina@ched.gov.ph)

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**CHRISTINE N. FERRER, Ed D**  
Director IV

/8



COMMISSION ON HIGHER EDUCATION

REGIONAL OFFICE I



## 2024 SEARCH FOR TEN OUTSTANDING KAPADYAK STUDENTS


### CRITERIA AND GUIDELINES

1. Admissibility. The 2024 Search for Ten Outstanding KAPADYAK Students is open to all undergraduate students, whose ages are 18 – 25 years old, graduating or non-graduating, and enrolled for SY 2023-2024.
2. Eligibility. Who have shown exemplary performance in leadership, and service and made significant contributions to the fight against criminality, drug abuse, and addiction. He/She also serves as motivation for others to join the cause of Anti-Illegal Drug and Crime Prevention Strategies and Initiatives.
3. Nominee not subjected to Disciplinary action. The nominee should have no record that he/she has been subjected to disciplinary actions for violating any of the rules and regulations of the University/School as certified by the Head of the School. A nominee who does not meet this requirement is automatically disqualified.
4. Preliminary Search. Preliminary search shall be based on the application forms to be disseminated to the different schools in Region I.
5. Point System. The Search Committee will adopt the point system. Ranking shall then be done.
6. Interpretation of Points in Rank. To get the final rank, the weighted ranks obtained by the individual nominee from the different areas (leadership and awards, service, essay, and interview) shall be added, and the sum shall be used as the basis for the final ranking. Only twenty (20) students shall be considered as finalists.
7. Each higher education institution can endorse a maximum of two (2) nominees
8. Deadline for submission of documents. Submission of the names and pertinent documents shall be on or before the 30<sup>th</sup> of June 2024.
9. Composition of the Screening Committee. The Screening Committee shall comprise CHED Official as Chairman and NGA Sectors as members.
10. Awarding will be done during the KaPADYak Conference on September 2024.

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11. Organization of Documents. The nominees should organize the documents in a folder properly labeled following the arrangement done in the score sheet in a manner that makes it easy to identify which documents are being referred to. Preliminary scoring should already be undertaken using the attached score sheet and a pencil for the scores. A required format should be followed to wit:
  - Font Size 12
  - Font Aerial
  - Long bond paper
  - Clear Photocopy of documents
  - Soft/Hard Bound
  - Color of the folder- Blue
12. Authenticated Supporting Documents. All supporting papers must be attached and authenticated. All original documents must be presented to the screening committee upon submission of documentary requirements for validation purposes.
13. Second Stage of the Search. For the second stage of the search, the committee shall invite the final twenty (20) of the candidates for the essay writing and the final interview. After deliberation, the committee shall come up with the final ten outstanding students.
14. Final Decision. The decision of the Search Screening Committee shall be final.





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### CRITERIA

The Search for the Ten Outstanding Kapadyak Students shall be based on the following:

Leadership and Awards.....	30% pts.
Service .....	40%pts.
Essay .....	10% pts.
Interview .....	20%pts.

#### A. Leadership and Awards (Covered for the last 3 years (2022-2024) and applicable during his/her stay in the tertiary level) – 30%

(Only membership and involvement in accredited student organizations will be considered /a maximum of three (3) positions for each year)

##### 1. Officership

##### a. Officership in class organization(s)

Position	Points
President or its equivalent (incumbent)	2
Additional Position as President (past positions)	1
All Others	0.5

##### b. Officership in student organizations (Clubs/other accredited organizations)

Position	Points
President or its equivalent (incumbent)	3
Additional Position as President (past positions)	2
All Others	1

##### c. As Elected Officer of the College Student Council (College Level)

Position	Points
President or its equivalent (incumbent)	6
Additional Position as President (past positions)	5
All Other Positions (as incumbent)	5
All Other Positions (past years)	4

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d. As Elected Officer of the University Student Council Level) (University

Position	Points
President or its equivalent (incumbent)	8
Additional Position as President (past positions)	6
All Other Positions (as incumbent)	5
All Other Positions (past years)	4

e. As Elected Officer of Community-Based Organization

Position( Local)	Points
Chairman (incumbent)	4
Vice-Chairman	3
All Others	2

Position( National)	Points
Chairman (incumbent)	6
Vice-Chairman	5
All Others	4
All Other Positions (past years)	3

Position( International)	Points
Chairman (incumbent)	8
Vice-Chairman	6
All Others	5
All Other Positions (past years)	4

2. Involvement in Committee/Board/Taskforce work appointed by the University College

Position	University	College
Chairman	3	2
Vice Chairman	2	1
All Others	1	0.5

3. Awards Received related to Drug and Crime Prevention Education

	Points (per award received- individual)
a) Institutional	.05
b) Local	1
c) Regional	2
d) National	5
e) International	8



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	Points (per award received- as one of the officers of the organization)	
a) Institutional		.05
b) Local		1
c) Regional		2
d) National		5
e) International		10

3. Attendance in leadership seminars, workshops, conferences, congress, etc. related to Drug and Crime Prevention Education

Level	Points
International	5
National	4
Regional	3
University	2
College	1

The equivalent of President is any relative term, like Chairman, Governor, etc. As reflected in the foregoing set of criteria, at the level of class organizations, a president can get the maximum credit of two points only once. Any additional position as president at the same level will give the student only one (1) point each. All other positions below that of a president will earn .5 each for the student. The same is true for college and university-level organizations. The points, however, are higher or increased depending on the level and the position. These can be seen in the set as mentioned above of criteria.

To determine the standing of the nominee in leadership, the total points earned by him as a result of the evaluation of the supporting documents that he has submitted shall be multiplied by 3.0. (the number of points given for leadership). The one who gets the highest weighted points shall be ranked No.1 and so on.

**Supporting Documents Needed:**

- a. Appointment or certification from Adviser
- b. Certificate of Commendations/  
Appreciation/Recognition
- c. For Elective Position, a Certification from the Student Affairs Office indicating officership through election.
- d. Certificates, photos of medals, trophies, and other proof of awards
- e. Certificate of Attendance/Participation (for No. 2);  
Certificate of Commendation
- f. Other documents to support the claims





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**B. Service – (Covered for the last 3 years and applicable during his/her stay in the tertiary level) – 40%**

1. Speaker, Facilitator, Organizer in Seminars, Workshops, Conferences, Congress, etc. related to Drug and Crime Prevention Education

Level	Points
International	5
National	4
Regional	3
Provincial/University	2
City/College	1

NOTE: This will be given to students who served as speakers, facilitators, and organizers in addition to being a delegate or a participant.

2. Program, Projects, and Activities Initiated/implemented related to Drug and Crime Prevention Education

	Points
Community	3
University	2
College	1

3. Policies Formulated/Contributed and Implemented related to Drug and Crime Prevention Education

	Points
Community	3
University	2
College	1

Supporting Documents Needed:

- Appointment/Certification from organizers and or Certificate of Appreciation as Facilitator, organizer, speaker, etc
- Appointment/Certification from the Barangay Captain/Mayor/President of the NGO of his/her service
- Pictures of the PPAs Conducted
- Copy of the Policies formulated/contributed (minutes of the meeting) and implemented related to Drug and Crime Prevention Education
- Other documents to support the claims.

D. Essay – 10%

E. Interview – 20%



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1. The topic for the Essay during the finals (top 20) shall be given on the date identified by the CHED;
2. After the Essay writing, the interview shall immediately proceed;
3. For the interview, the Search committee shall act as the panel of interviewees, who will conduct the interview portion.

The interview will be graded based on the following:

a. Substance	- 40%
b. Articulation/ Spontaneity	- 20%
c. Bearing	- 20%
d. Confidence	- 10%
e. Input	- 10%
Total = 100%	

All nominations should be addressed to and received on or before 5:00 PM, June 30, 2024

**DR. CHRISTINE N. FERRER**

Director IV

Commission on Higher Education, Region I  
Govt. Center, Sevilla, City of San Fernando, La Union

For further inquiries, call 09175781134 or email [chedro1@ched.gov.ph](mailto:chedro1@ched.gov.ph) or [mfmina@ched.gov.ph](mailto:mfmina@ched.gov.ph)

The nomination committee and/or the Board of Judges reserve the right to conduct an active search should they deem it necessary.


### Documents for Submission

- A. All documents for submission must be on long-sized bond paper (8.5x13").
- B. Two (2) copies of duly accomplished nomination form inclusive of all documents in sequential order.
  - a. Nomination Form with white background photo
  - b. Nominee's Data Sheet
  - c. Nominee's Certificate of Good Moral Character
  - d. Nominee's Most Significant Accomplishments
    - Nominee's Leadership Achievement and Awards Profile
    - Nominee's Service Profile
  - e. Nomination Letter signed by Nominator (School President or Student Affairs Dean)

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Date

**DR. CHRISTINE N. FERRER**

Director IV

Commission on Higher Education, Region 1  
Govt. Center, Sevilla, City of San Fernando, La Union

**Madam:**

It is our pleasure to nominate: to the 2024 TEN OUTSTANDING KAPADYAK STUDENTS OF REGION 1 Search Program for the academic year 2023-2024. We hereby certify that, to the best of our knowledge, the information contained in this nomination form and the accompanying supporting documents are true and correct. We hereby agree to send our candidate, if selected, to the venue of the final interview by the Board of Judges and to attend the Awards Ceremonies. We understand that the decision of the Board of Judges is final and binding.

Name of Nominee: \_\_\_\_\_  
Course: \_\_\_\_\_  
School \_\_\_\_\_  
Address \_\_\_\_\_

Signature over Name of Director/Head for Student Affairs E

Signature over Name of School President



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**NOMINEES PERSONAL DATA**

PICTURE

Name: \_\_\_\_\_  
Course: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Birth Date: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_ Civil Status: \_\_\_\_\_

**FAMILY BACKGROUND**

Father (Name) : \_\_\_\_\_ Age: \_\_\_\_\_ Occupation: \_\_\_\_\_  
Mother (Name) : \_\_\_\_\_ Age: \_\_\_\_\_ Occupation: \_\_\_\_\_  
Siblings: \_\_\_\_\_

**EDUCATIONAL PROFILE (Schools Attended)**

Elementary: \_\_\_\_\_ Year Graduated: \_\_\_\_\_  
Secondary: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

**HOBBIES and INTERESTS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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**MOST SIGNIFICANT ACCOMPLISHMENTS**

**Leadership and Awards**

Rank	Leadership Positions	Level	Term (school year)

Name of Award/s (highest Award to Lowest)	Level	Date Received	Description of the Award

*You may add more rows if needed.*  
**Service**

Speaker, Facilitator, and Organizer in Seminars,	Level	Term (school year)
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<b>Workshops, Conferences, Congress, etc. related to Drug and Crime Prevention Education</b>		

<b>Programs and Projects Implemented</b>	<b>Level</b>	<b>Term (school year)</b>

*You may add more rows if needed.*

<b>Policies Formulated/Contributed and Implemented related to Drug and Crime Prevention Education</b>	<b>Level</b>	<b>Term (school year)</b>



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Community Involvement/Social Responsibility	Description of Activity and Your Involvement	Term

*You may add more rows if needed.*



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**Essay:** answer the question in not more than 300 words.

How have you responded to the call and the challenges of peace-building and a drug-free academic community?

A large, empty rounded rectangular box intended for the student to write their essay response.

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